Membership Development – Sponsor Checklist

The following checklist will guide you through the steps required when nominating an individual for active membership in the Rotary Club of Scottsdale.

If you have any questions concerning membership development, please contact the current Administrator via email: administrator@scottsdalerotary.org

Potential Member: _____ Primary Phone: _____

1. Begin by inviting guests to meetings. Introduce your guest to members of the board, as well as other members. The goal is to see if your guest has an interest in Rotary and if this individual would be a beneficial addition to the club.

2. Refer the potential member to the new member application on the website.

3. Once you complete the sponsor assessment and the new member completes the new member application please return to the current Secretary via email or in person.

4. The Secretary will then present both completed forms for committee and Board approval.

5. Once the potential member is approved by the Board, the current Secretary will send the information via a club wide email for vote. After one week the potential member will be approved (or rejected).

6. The new member will then be assigned a date for official orientation where their red badge will be presented and introduced by you as their sponsor.

Thank you for making our club a better place by sponsoring a New Member!

New Member Proposal Form
(To be completed by Sponsor(s) & Club Administration

Date Submitted: _____

Candidate Name: _____   Primary Phone: _____

Primary Email address: _____

Home address:

_____

Occupation: _____

Prior Rotary Member? _____

The candidate is recommended for approval for membership based on the following:

1) The candidate's character and reputation are above reproach as evidenced by:

_____

_____

Sponsor (print): _____Signature: _____

Co-Sponsor (if any) _____Signature: _____